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Governor

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**Nikki R. Jackson**  
Secretary

**MEMORANDUM**

**PERSONNEL MEMO 09-05**

**TO:** Cabinet Secretaries  
Agency Heads  
Constitutional Officers  
HR Administrators

**FROM:** Nikki Jackson, Secretary 

**DATE:** February 23, 2009

**SUBJECT:** Leave Procedures for Interviews

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The Personnel Cabinet has embarked upon a significant *One Employer* quest – seeking to have Kentucky state government regarded as a single employer for purposes of human resource services. To ensure the services provided by the Personnel Cabinet are meeting the needs of other agencies, as well as the citizens of the Commonwealth, a Human Resource Leadership Consortium (HRLC) was created. The HRLC, with representation from each Cabinet, meets monthly to discuss human resource issues, share best practices and determine initiatives that will establish standard human resource procedures for consistent application across state government.

I am pleased to announce, along with the support of the HRLC, that a standard leave procedure will be utilized for employees with status who seek a new employment opportunity within state government. If an employee is interviewing for a position within their current agency, the employee will not be required to use annual or compensatory leave. If an employee is interviewing for a position outside of their current agency, the employee will be required to use annual or compensatory leave.

Any questions regarding this initiative should be directed to Acting Executive Director Dinah Bevington, Office of Legal Services, at [DinahT.Bevington@ky.gov](mailto:DinahT.Bevington@ky.gov) or (502) 564-7430.